

Arkansas Central Cancer Registry

Timely Data Submissions

Purpose:

The goal of cancer surveillance and data collection is to have timely information on the cancer burden, nationally and in specific populations. Currently the major cancer surveillance organizations have developed standards based on many years of data collection.

Historically, abstracting began six months after the diagnosis of cancer. The reasoning was that most cancer treatment was completed within six months of the diagnosis. Changes in treatment management have extended the treatment time well beyond six months for some cancers. Abstracting delays can hinder death clearance, visual editing and case consolidation. These procedures are important to the central registry and its completeness calculation.

Policy

Arkansas Central Cancer Registry (ACCR) follows the American College of Surgeon (ACoS), Commission on Cancer (CoC), Data Collection, Standard 3.3, www.facs.org/cancer/coc/cocprogramstandards.html

In addition to facilities following the CoC Data Collection Standard 3.3, the ACCR requires that each facility submit its data on a monthly basis.

Procedures:

- *Non-compliance with monthly submission*
 - Review data submissions monthly, using the Facility Report Manager.
 - Contact all non-compliant facilities regarding their delinquencies
 - Document the telephone call.
 - Request a data submission within five (5) working days.
 - After five (5) working days, review data submission to insure data was submitted.
 - Send a certified letter regarding penalties to the facility registrar, his/her immediate supervisor, and the facility's administrator if non compliance still exist.

- *Non-compliance with timely abstracting*
 - Send a certified letter to facility registrar and his/her immediate supervisor regarding their facility's delinquency in data submission.
 - Include with the letter the facility's submission summary report, a copy of the ACoS CoC Standard 3.3 and a work plan form.
 - Allow a two (2) week deadline for the return of the work plan form to the ACCR.
 - Request that the work plan form is filled out by the facility registrar, signed by the registrar, and the registrar's immediate supervisor.
 - Send a certified letter regarding penalties to the facility registrar, his/her immediate supervisor, and the facility's administrator if there's a failure to comply with the work plan.

Data Completeness – Text

Policy:

More than one facility can be involved in the diagnosing and/or treatment of cancer patients. Each facility is required to report the case to the AR Central Cancer Registry (ACCR).

Because of the vast number of patients receiving shared care, ACCR receives multiple cases for the same patient.

The most accurate information is compiled and merged into one record.

In order to determine the most accurate information, **ACCR requires text to confirm ALL important data items.**

- H & P - reason pt presented to facility, symptoms, P/E, smoking, alcohol, occupation & family history.
- Remarks about other unusual info
- Lab information
- Path information - Site, laterality, histology, behavior, grade
- Text to support Diagnosis Date (clinical or pathological)
- Work-up Information - Biopsies, Scopes, X-rays, CT, PET, MRI
- 1st Course Treatment - Surgery/Radiation/Chemo/Other therapy

Text fields provide ACCR with the written documentation and descriptions of abstracted data necessary to perform accurate quality control, case evaluation and case consolidation.

“Record the appropriate information needed that will substantiate the abstracted data.”

Procedures:

- *Non-compliance with data completeness - Text*
 - Review data completeness monthly (to be done by ACCR designated support personnel)
 - Determine appropriate action regarding lack of data completeness based on the number of delinquencies, using the following order.
 - Data transmission will NOT be accepted by the ACCR; two letters will be sent via registered mail to **the registrar AND his/her immediate supervisor** explaining the refusal of the registrar to follow the ACCR policies and procedures of data completeness.
 - Data transmission will NOT be accepted by the ACCR; a letter will be sent via registered mail to the **facility administrator** explaining the refusal of the registrar to follow the ACCR policies and procedures of data completeness.
 - Data transmission will NOT be accepted by the ACCR; a registered letter by the ACCR legal staff will be sent to the **facility administrator explaining the fines and penalties for the refusal to follow the ACCR policies and procedures of data completeness.**